

SUPPORTING STATEMENT
FOR
UNITED STATES INTERNATIONAL TRADE COMMISSION
EDIS ON-LINE (EOL) PILOT PUBLIC ACCESS PROJECT:
USER REGISTRATION FORM

A. Justification

1. Request: The form is for use by the United States International Trade Commission (USITC or Commission) in connection with the USITC Electronic Documents Imaging System On-Line (EOL) Pilot Public Access Project. The USITC EOL provides on-line and rapid retrieval of docketed information and images of public documents filed with the USITC in conjunction with investigations conducted under the various international trade statutes. It has been an Internet tool primarily for selected customers and government users.

2. Purpose: The purposes of the public pilot project are to assess the additional costs of making this service formally available to the general public, to evaluate benefits, and to identify usage patterns. The user registration form is required to accurately analyze usage by sector and geographic location, and costs by user sectors. The form would appear on the USITC EOL Web Internet site (<http://dockets.usitc.gov>) and would need to be filled out only once. The commission expects to complete the pilot project by March 31, 2003.

3. Technology: Current technology has been incorporated into the user registration form design and processing to reduce the reporting burden. This form is available on the Web site and provides for electronic submission of responses.

4. Non-duplication: No other industry, government, or academic organization collects or publishes data which are duplicative of the data requested in the form.

5. Small business: Some of the individuals or companies that will use EOL may be "small businesses," as specified under the Small Business Administration Rules (13 CFR Part 121). To minimize the reporting burden, the form was designed to be as brief as possible, consistent with information requirements. Check-in type questions are used to simplify form response.

6. Frequency: This is a one-time, nonrecurring, electronic data collection. Collection of this information provides specific data on which to base future design enhancements (i.e., help screens, data presentation), and scheduling of routine maintenance operations. In the absence of such information, agency efforts may not be in concert with user realities.

7. Special circumstances: There are no special circumstances in this data collection.

8. Public Notice and Consultations: Federal Register notice soliciting comments on the information collection was published on March 1, 2000. Consultations on the pilot project were held with international trade bar representatives and frequent users of the USITC Dockets public reading room.

9. Payment or Gifts to Respondents: Not applicable.

10. Confidentiality: Confidential material is not being sought.

11. Sensitive information: Information of a sensitive nature involving persons is not being sought.

12. Respondents Costs - Data Collection: The estimated cost to the respondents of the information collection for the entire period of study is negligible. The commission estimated that approximately 600 users will respond and that they will be able to respond in less than two minutes. Therefore we estimate the overall burden to be negligible.

13. Respondents Costs - Start-Up: The commission attempted to reduce burden on respondents by designing the form so that potential EOL users can complete it quickly. Some of the requested data being collected are presented as "check" selections. Individuals who are already EOL users will be asked to complete the form. All information will need to be entered only once and once completed, the forms will not reappear when the user next logs in.

14. Annualized Agency Costs: The cost to the Federal government for start-up of the pilot project is estimated at \$71,500. This cost is based upon an estimate of the total direct cost. The direct cost consists of the value of staff and contractor time, possible hardware acquisition, and associated costs. The total estimated project cost was obtained by adjusting the direct cost upward to include indirect costs, personnel benefits and overhead. The cost data were not annualized; the costs were incurred from March 1999 through September 1999.

15. Program Changes: Not applicable. This is a new information collection.

16. Project plan and schedule: After receiving the completed forms, the Commission's staff will analyze usage by sector and geographic distribution. Verification of the user's sector may be made in some cases as required. Data will be analyzed, compiled in a form that will not reveal the individual operations of any respondent, and prepared for internal analysis by the Commission. The forms are scheduled to be made available on the Internet on or before April 1, 2000. The respondents will need to complete the brief form before logging onto EOL. This information will be sought once only. The project is scheduled for completion on or before March 31, 2003.

17. Display Exemptions. Not applicable.
18. Request for Exceptions. Not applicable.

Federal Register Notice

UNITED STATES INTERNATIONAL TRADE COMMISSION
Washington, D.C.

AGENCY FORM SUBMITTED FOR OMB REVIEW

AGENCY: United States International Trade Commission

ACTION: In accordance with the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the United States International Trade Commission (USITC or Commission), has submitted a request for approval of electronic form collection to the Office of Management and Budget for review.

PURPOSE OF INFORMATION COLLECTION: The form is for use by the Commission in connection with the USITC Electronic Document Imaging System On-Line (EDIS On-Line, or EOL) Web Public Pilot Project. The USITC EOL provides on-line, rapid and customized retrieval of docketed information and images of public documents filed with the USITC in conjunction with investigations conducted under the various international trade statutes and has been an Internet tool primarily for government users. Representatives of the international trade bar and researchers have requested that EOL be made formally available to the public. The purpose of the public pilot project is to assess the additional costs of making this service formally available to the general public, identify more fully our customer base, and to evaluate benefits. The user registration form is required to accurately track usage and costs by user sector and geographic location. The form would appear on the USITC EOL Internet site (<http://dockets.usitc.gov>) and would need to be filled out only once. The commission expects to complete the pilot project by March 31, 2003.

SUMMARY OF PROPOSAL:

- (1) Number of forms submitted: one
- (2) Title of form: USITC Electronic Docket Imaging System Pilot Project: "Create New User Account Form"
- (3) Type of request: new
- (4) Frequency of use: single data gathering
- (5) Description of respondents: Government and private sector users of the USITC EOL Web Pilot Project.
- (6) Estimated number of respondents: 600
- (7) Estimated total number of minutes to complete the forms: 2.0 minutes

(8) Information obtained from the form that qualifies as confidential business information will be so treated by the Commission and not disclosed in a manner that would reveal the individual operations of a firm.

ADDITIONAL INFORMATION OR COMMENT: Copies of the form and supporting documents may be obtained from Marilyn Abbott (E-mail *mabbott@usitc.gov* or telephone 202-205-3431). Comments about the proposals should be directed to the Office of Management and Budget, Office of Information and Regulatory Affairs, Room 10102 (Docket Library), Washington, DC 20503, ATTENTION: Docket Librarian. All Comments should be specific, indicate which part of the questionnaire is objectionable, describe the concern in detail, and include specific suggested revisions or language changes. Copies of any comments should be provided to Donna R. Koehnke, Secretary, Office of the Secretary, U.S. International Trade Commission, 500 E Street S.W., Washington, D.C. 20436, who is the Commission's designated Senior Official under the Paperwork Reduction Act.

Hearing impaired individuals are advised that information on this matter can be obtained by contacting our TTD terminal (telephone no. 202-205-1810). General information concerning the Commission may also be obtained by accessing its Internet server (*<http://www.usitc.gov>*).

By order of the Commission.

Donna R. Koehnke
Secretary

Issued: May 16, 2000